



Department of Financial Services
City of Frisco, Texas

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: September 24, 2008

Subject: Consider and Act Upon Approval of a Purchase Order to Southwest General Services of Dallas, LLC for EMS Billing and Collection Services.

Action Requested: City Council approval of a purchase order to Southwest General Services of Dallas, LLC for EMS billing and collections in the estimated amount of \$55,000.

Background Information: City Council approved an agreement with Southwest General Services of Dallas, LLC for billing and collection in March of 2004. The vendor's ability to access patient information from the hospitals increases the accuracy and timeliness of the bills and improves the percentage of bills collected.

The City awarded this contract through the interlocal agreement with the City of Plano. The cost for this service is 5.75% of total collections for the month. The vendor guarantees a 60% collection rate or penalties will be assessed. Staff continually monitors collections to ensure compliance.

Board Review/Citizen Input: None

Alternatives: City Council could choose not to approve this purchase order.

Financial Considerations: Funding is appropriated through the Fire Department FY09 operational budget.

Legal Review: Julie Fort, then of Abernathy, Roeder, and Boyd & Joplin, previously reviewed the agreement and approved its form.

Supporting Documents: Department memo, requisition and contract